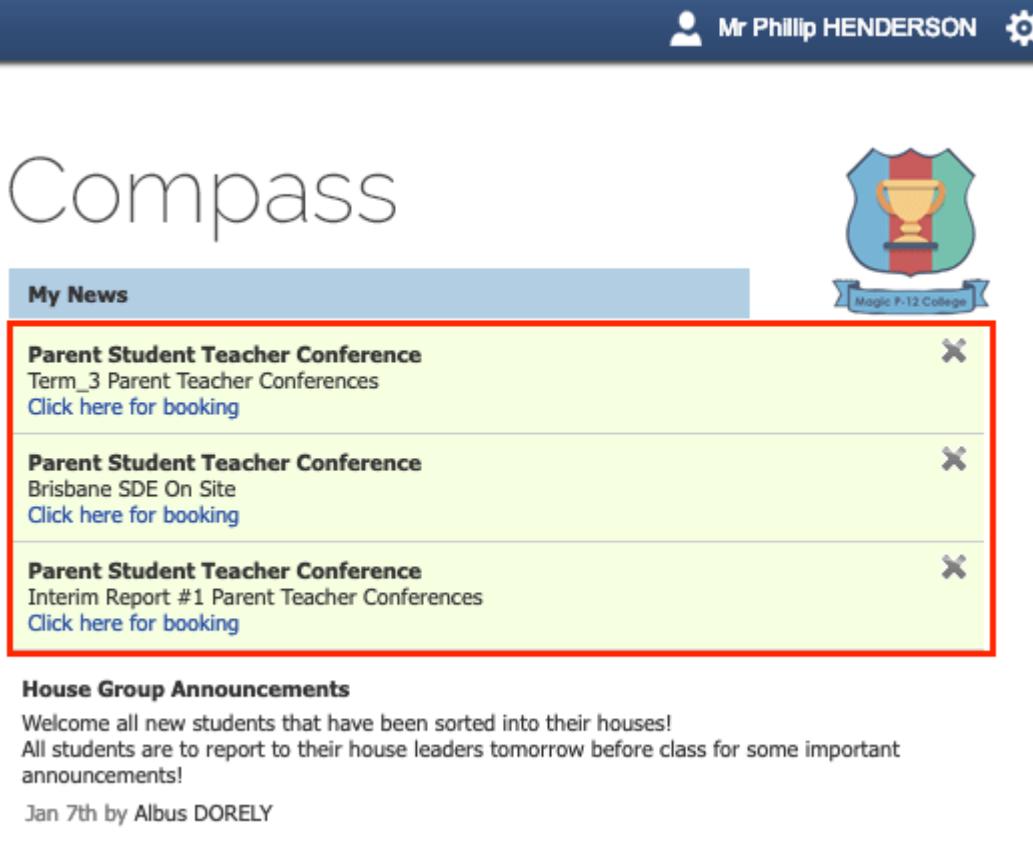
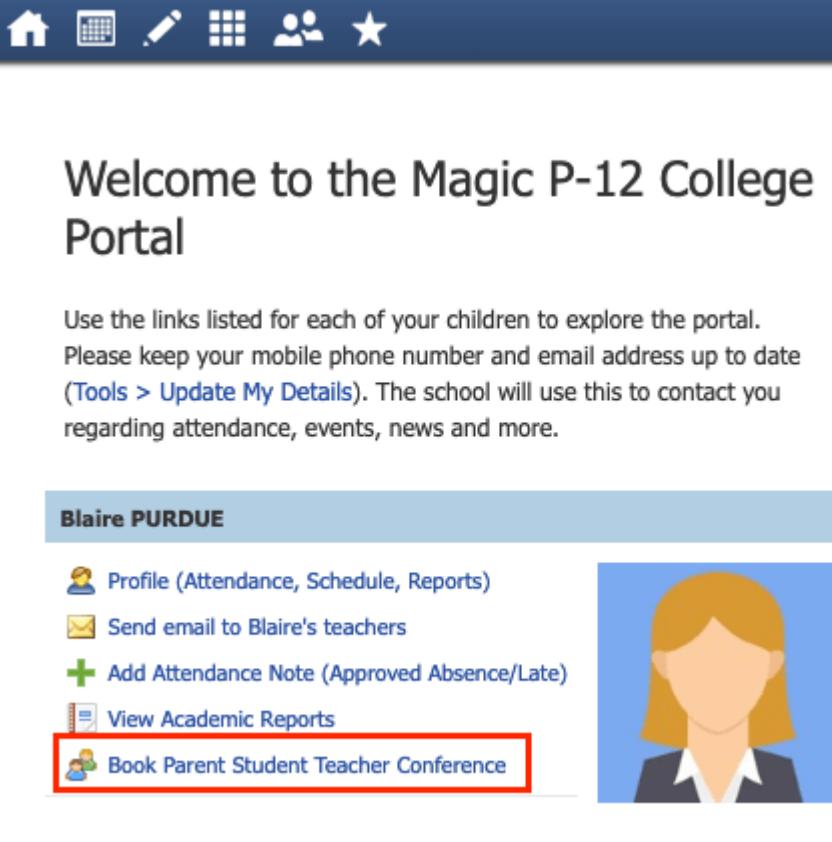


Parent/Student Access

When the Parent/Student access for a conference cycle is set to 'Open' by the cycle administrator, they will be able to make bookings via their portal or the App (please refer to the '[Booking Conferences on Mobile Devices](#)' article from our Knowledge Base for details).

Within the portal, parents can make bookings by clicking the 'Book Parent Teacher Interviews' button available next to their student's photo on their Compass homepage, or by clicking the Dashboard Alert at the top of their Newsfeed.



The screenshot shows the Magic P-12 College Portal homepage. At the top, there is a navigation bar with icons for Home, Grid, Pen, etc., and a user profile for Mr. Phillip Henderson. Below the navigation bar, the text "Welcome to the Magic P-12 College Portal" is displayed. A message below it instructs users to use the links listed for each child and to keep their mobile phone number and email address up to date. A section for "Blaire PURDUE" shows various options: Profile (Attendance, Schedule, Reports), Send email to Blaire's teachers, Add Attendance Note (Approved Absence/Late), View Academic Reports, and Book Parent Student Teacher Conference. The "Book Parent Student Teacher Conference" button is highlighted with a red box. To the right, the Compass Newsfeed is shown with three conference alerts. The first alert, "Parent Student Teacher Conference Term_3 Parent Teacher Conferences Click here for booking", is also highlighted with a red box. The other two alerts are for "Brisbane SDE On Site" and "Interim Report #1 Parent Teacher Conferences". Below the newsfeed, there is a "House Group Announcements" section with a message about new students being sorted into houses and a post by Jan 7th by Albus DORELY.

When attendees go to book, they will see the Description that was set in the Cycle Settings. They will also have two options available - **Start Booking Now**, which allows them to immediately begin the booking process, or **Show Me How To Book**, which includes a walkthrough explaining how to book using Compass. This section is highlighted in blue in the image below.

If parents have multiple students at the school they can toggle between their children using the dropdown menu available at the top right of the screen, which is highlighted in red in the image below. This will update the list of Teachers available to book with based on each child.



Mr Phillip HENDERSON



Interim Report #1 Parent Teacher Conferences

Tuesday, April 2

03:45 PM		03:55 PM		04:05 PM	
04:15 PM		04:25 PM		04:35 PM	Minerva McGONAGALL Teacher for Performing Arts
04:45 PM		04:55 PM	Bob Roberts Teacher for Inf		
05:15 PM		05:25 PM	Frank GREYB Teacher for Ins		
05:45 PM		05:55 PM			

Wednesday, April 3

03:45 PM		03:55 PM	
04:15 PM		04:25 PM	
04:45 PM		04:55 PM	
05:15 PM		05:25 PM	
05:45 PM		05:55 PM	06:05 PM

Welcome

Welcome to Interim Report #1 Parent Teacher Conferences

Dear Parents,

We invite you to attend our Interim Report #1 Parent Teacher conferences to discuss your child's initial assessment for the year.

Staff are available on Tuesday the 2nd of April, 3:45-6pm and also on Wednesday the 3rd of April, 3:45-8pm.

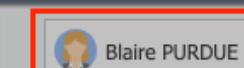
Light refreshments will be available and we encourage all families to attend.

Kind regards,

Albus Dorely
Principal

[Start Booking Now](#)

[Show me How to Book](#)



Teachers

2 hosts available
Yr 3 Generalist

2

Interview Required

MORE
ation
come



GONAGALL
ts



:35 PM



S
Technology



:55 PM

BACK
Music



:25 PM

Interim Report #1 Parent Teacher Conferences

Print Preview

Information/Help

Blaire PURDUE

Tuesday, April 2

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM Minerva McGONAGALL Teacher for Performing Arts	04:45 PM	04:55 PM Bob Roberts Teacher for Information Tec...	05:05 PM	05:15 PM
05:25 PM Frank GREYBACK Teacher for Instrumental M...	05:35 PM	05:45 PM	05:55 PM	

Wednesday, April 3

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	04:45 PM	04:55 PM	05:05 PM	05:15 PM
05:25 PM	05:35 PM	05:45 PM	05:55 PM	06:05 PM
06:15 PM	06:25 PM	06:35 PM	06:45 PM	06:55 PM
07:05 PM	07:15 PM	07:25 PM	07:35 PM	07:45 PM
07:55 PM				

Teachers

2 hosts available

Yr 3 Generalist



Interview Required

Sturgis PODMORE

Physical Education



Interview Welcome

Minerva McGONAGALL

Performing Arts



Tue 02/04 04:35 PM

Bob Roberts

Information Technology



Tue 02/04 04:55 PM

Frank GREYBACK

Instrumental Music



Tue 02/04 05:25 PM

Close

There are two ways to make bookings - either by timeslot or by teacher.

By Timeslot

To book by timeslot click the timeslot and then select the teacher from the right who you would like to book with for this specific time. The teachers who are not available during this timeslot will be greyed out. To select one of the available teachers to book with click their name at the right.

Teachers who the individual has already booked with but are available during the selected timeslot will be highlighted in green. If you would like to move the existing booking to this new timeslot you can click their name at the right.

Teachers who are already booked out with another individual during the selected timeslot will be greyed out in the list on the right.

Booking for Mr Phillip HENDERSON

Interim Report #1 Parent Teacher Conferences

Tuesday, April 2

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
Tuesday 02/04 04:35 PM		04:45 PM	04:55 PM	Bob Roberts Teacher for Information Tec...
Click on a person at the right of screen to book with them.		05:35 PM	05:45 PM	05:55 PM
[Back]				
03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	04:45 PM	04:55 PM	05:05 PM	05:15 PM
05:25 PM	05:35 PM	05:45 PM	05:55 PM	06:05 PM
06:15 PM	06:25 PM	06:35 PM	06:45 PM	06:55 PM
07:05 PM	07:15 PM	07:25 PM	07:35 PM	07:45 PM
07:55 PM				

Print Preview | Information/Help | Blaire PURDUE

Teachers

Minerva McGONAGALL Performing Arts	
Interview Welcome	
Sturgis PODMORE Physical Education	
Interview Welcome	
2 hosts available Yr 3 Generalist	
Interview Required	
Bob Roberts Information Technology	
Tue 02/04 04:55 PM	
Frank GREYBACK Instrumental Music	
Tue 02/04 05:25 PM	

Close

By Teacher

To book by teacher click the teacher's name in the list at the far right. The schedule to the left will display only the timeslots that the teacher is still available to be booked with. All timeslots that the teacher is already booked out for will be greyed out. Just click an available timeslot on the left to make a booking.

Booking for Mr Phillip HENDERSON

Interim Report #1 Parent Teacher Conferences

Tuesday, April 2

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	Minerva McGONAGALL Teacher for Performing Arts	04:45 PM	04:55 PM	Bob Roberts Teacher for Information Tec...
05:25 PM	Frank GREYBACK Teacher for Instrumental M...	05:35 PM	05:45 PM	05:55 PM

Wednesday, April 3

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	04:45 PM	04:55 PM	05:05 PM	05:15 PM
05:25 PM	05:35 PM	05:45 PM	05:55 PM	06:05 PM
06:15 PM	06:25 PM	06:35 PM	06:45 PM	06:55 PM
07:05 PM	07:15 PM	07:25 PM	07:35 PM	07:45 PM
07:55 PM				

Blair PURDUE

Teachers

2 hosts available Yr 3 Generalist

Interview Required

Physical Education

Sturgis PODMORE
Interview Welcome

Click on a time slot at the left of the screen to make a booking.

[Back]

Bob Roberts
Information Technology

Tue 02/04 04:55 PM

Frank GREYBACK
Instrumental Music

Tue 02/04 05:25 PM

Close

Using either method of booking you will receive a confirmation pop-up to confirm the details of the booking - the time and date, the student's name, the staff member's name, the reason for the interview, and if an interpreter is required. Click 'Ok' to confirm the booking.